

Your salary and current structured series remain the same.

Offer Letter

Your organizational assignment

March 15, 2006

We are pleased to offer you employment with Los Alamos National Security, LLC (LANS) at your current base salary, series, and level in Directorate: [], Division: [], Group: []. If you accept this offer, your employment with LANS will begin June 1, 2006. The employment category you are in with the University of California (UC) on May 31, 2006, will be your initial employment category with LANS. Examples of employment categories are: Regular, Limited Term, Post Doctorate, Full Time, Part Time, Casual, employees on leave of absence, etc. If you are on a disability leave status on May 31, 2006, your employment date will be the date you report to work with LANS, assuming you would have been eligible to return to work had UC remained the LANL contractor.

In the coming weeks, a series of meetings will be scheduled by the Associate Director of the organization identified above to discuss organizational positions, roles, and responsibilities. You will be advised before June 1, 2006, if your work location is changing.

Definition of "good standing"

Please note the following:

- This offer is contingent on your being in "good standing" with UC. Employees in "good standing" are those individuals who are on the UC payroll as of May 31, 2006, except:
 1. Employees who have been notified of UC's intent to terminate their employment for cause per AM 112, "Discipline Policy and Procedures," or
 2. Employees who have notified UC of their intent to terminate.
- This offer is contingent on your remaining in an active employment status through May 31, 2006. If you do elect to retire from UC on or before June 1, 2006, you may be considered for employment with LANS after hiring of the incumbent UC-LANL employees has been completed. Interested retirees who wish to be considered for subsequent available positions may submit a LANS employment application after they retire. The LANS application is available at www.lansllc.com.
- For your reference, the NNSA-approved LANS Employee Benefits Summary is available at www.lansllc.com. Please note, this LANS Employee Benefit Summary, together with the plan details made available on the web site and in mailings following NNSA approval, is the complete description of the benefits being offered to you and supersedes all prior information regarding these benefits that may have been provided to you.

Information on finding the LANS employer benefits summary

Application coming soon to the LANS web page

Please carefully review the content of this letter and the following enclosures. To accept this offer of employment, you must complete, sign, date, and return the following documents to LANS Human Resources:

1. LANS Offer Letter
2. LANS Offer Acceptance Form
3. LANS Total Compensation Package Election Form
4. LANS Employment Form
5. IRS Tax Form W-4
6. UC Decision Form

Documents you must return to accept LANS employment.

Offer Acceptance Form

You may return these documents at any time by one of the following methods:

1. Drop Box in the basement lobby of the Otowi Building
2. In person to Otowi Building, North Wing Basement
Monday – Friday, 7 a.m. - 5 p.m.
3. Mail Stop: T009
4. US Mail to:
Attention: LANS Human Resources
Los Alamos National Security, LLC
% Los Alamos National Laboratory
TA-3/SM4200, Mail Stop T009
Los Alamos, NM 87545

**Where to return
documents**

**LANS must have your
documents in hand no later
than May 15.**

The required documents must be received by LANS HR no later than 5 p.m. Mountain Time on May 15, 2006, at which time this offer of employment expires. Please return **only** the signed and dated Offer Acceptance Form and the UC Decision Form if you elect to **decline** employment with LANS.

If you have questions regarding employment with LANS, please contact us through the LANS Transition Hotline at 1-888-505-9292 or submit your question to <http://www.lansllc.com/suggestions.html>.

We look forward to your joining the LANS Team.

Sincerely,

Mary P. O'Donnell
LANS Human Resources
Division Leader

**Only two forms required to
DECLINE LANS employment.**

**Your authorization for
LANS to access LANL
personnel and medical
records**

By accepting this offer of employment with LANS, I acknowledge that my existing employment-related records (personnel and medical) will remain at the Laboratory under LANS's control as of June 1, 2006, as a system of records subject to the protections of the Federal Privacy Act. To allow LANS to access these records, however, I hereby waive any restrictions on disclosure of this information by the University of California to LANS that might exist under the California Information Practices Act.

- ☐ I **accept** the LANS offer of employment described in this document.
- ☐ I **do not accept** the LANS offer of employment described in this document.

Signature

Date

Name:

Z Number: